

# Federal Register

Wednesday  
June 26, 1985

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## Part V

### General Services Administration

41 CFR Part 101-17

Government Work Space Management  
Reform; Temporary Regulation

**GENERAL SERVICES  
ADMINISTRATION****41 CFR Part 101-17****(FPMR Temp. Reg. D-71)****Government Work Space Management  
Reform****AGENCY:** Public Buildings Service,  
General Service Administration.**ACTION:** Temporary Regulation.

**SUMMARY:** This regulation provides procedures for the development and maintenance of planning, information and reporting systems to ensure the efficient utilization of Federal work space and related furnishings. It implements Executive Order 12411, signed by the President on March 29, 1983. The General Services Administration's authority for issuing this regulation is contained in Executive order 12411 and in the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 486(c)).

**DATES:** Effective date: July 1, 1985.

Expiration date: June 30, 1987, unless sooner revised or superseded.

Comments due by: To ensure their consideration in drafting additional regulations and bulletins regarding work space management, comments should be received by GSA no later than August 26, 1985.

**ADDRESS:** Comments should be submitted to the General Services Administration, (PR), Washington, DC 20405.

**FOR FURTHER INFORMATION CONTACT:** John H. Quigley, Director, Space Management Division, (202 566-1875).

**SUPPLEMENTARY INFORMATION:** GSA's authority for issuing this temporary regulation is contained in the Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. 486(c)) and in Executive Order 12411.

The purpose of this regulation is to refine the work space management reform program and resulting reporting requirements and to combine FPMR Temporary Regulation D-68, published March 8, 1983, which pertained only to GSA-controlled space, and FPMR Temporary Regulation D-70, published July 1, 1983, which pertained to all Federal work space.

The Federal work space management reform program reflects the President's announced goal to strengthen the management and improve the efficiency of the Federal Government. The program emphasizes the improvement in the utilization of Government work space and resultant cost savings. This regulation implements the Executive

Order 12411 provisions that make agency heads responsible for achieving the goal of reducing Federal work space, used or held, to that amount which is essential to known agency missions.

Program requirements have been streamlined and simplified to minimize the burden of reporting and ensure efficiency while at the same time increasing effectiveness of the effort.

**Prior Comments**

The comments received in conjunction with FPMR Temporary Regulations D-68 and D-70 have been considered and reconciled with this document.

GSA has determined that this rule is not a major rule for the purpose of Executive Order 12291 of February 17, 1981 because it is not likely to result in an annual effect on the economy of \$100 million or more; a major increase in costs to consumers or others; or significant adverse effects. Therefore, a Regulatory Impact Analysis has not been prepared. GSA has based all administrative decisions underlying this rule on adequate information concerning the need for, and consequences of, this rule; has determined that the potential benefits to society from this rule outweigh the potential costs and has maximized the net benefits; and has chosen the alternative approach involving the least net cost to society.

Before issuing a final rule, GSA will make all necessary evaluations of economic effects, major costs to consumers or others, and significant adverse effects.

**List of Subjects in 41 CFR Part 101-17**

Administrative practices and procedures, Federal buildings and facilities, Government property management.

(Sec. 205(c), 63 Stat. 390 40 U.S.C. 486(c)).

In 41 CFR Chapter 101, the following temporary regulation is added to the appendix at the end of Subchapter D to read as follows:

**Federal Property Management  
Regulations****Temporary Regulation D-71**

June 20, 1985.

To: Heads of Federal Agencies

Subject: Work Space Management Reform

1. **Purpose.** This regulation combines FPMR Temporary Regulations D-68 and D-70 and reflects uniform goals and procedures for both GSA-controlled space and for space controlled by other Federal agencies.

2. **Effective date.** This regulation is effective July 1, 1985.

3. **Expiration date.** This regulation expires June 30, 1987, unless sooner revised or superseded.

4. **Background.** Executive Order 12411, Government Work Space Management Reforms, was signed by the President on March 29, 1983. The order establishes Government-wide policies for the management of work space and related furnishings and vests the responsibility and accountability for ensuring that these policies are implemented in a timely and effective manner with agency heads. It also directs the General Services Administration (GSA) to conduct surveys, and establish procedures, guidelines and regulations to be followed by the agencies in developing work space planning, information and reporting systems. Permanent regulations will be issued by the Administrator of General Services following reconciliation of comments received on these Temporary Regulations.

5. **Revised procedures.** Attachment A contains revised regulations concerning agency-controlled space and GSA-controlled space. The significant changes incorporated in this regulation are:

(a) Each agency is responsible for establishing and implementing work space management plans and procedures. These plans must be consistent with the office utilization goals established by this regulation. GSA is responsible for providing technical guidance and coordination of agency efforts. GSA is also responsible for reviewing agency space plans and communicating agencies' progress to OMB for coordination of space plans with agency budgets.

(b) The work space programs for both agency-controlled and GSA-controlled space are incorporated into a single program with simplified reporting procedures.

(c) The goal for office space utilization is to achieve 135 square feet per person, or less by the end of Fiscal Year 1990. Agencies which choose to delay achievement of their reductions until the latter years of the period should submit full justification for their actions, as part of the plan required by this regulation.

(d) A program is established to permit supplemental space allowances in office space for certain functions. Each agency is responsible for identifying the office space, by bureau or operational unit as appropriate, which may fall into the supplemental space category. For GSA-assigned space, supplemental space allowances will be developed in conjunction with GSA representatives and will be taken into account in overall

average utilization rate calculations. For agency-controlled space, allowances will be developed by the agency, following guidelines established for GSA-controlled space.

(e) Agency space requests shall include Standard Form 81A, Space Requirements Worksheets and Standard Form 81, Request for Space.

(f) All requests for GSA-controlled space will be processed in an expeditious manner taking into account the square footage requirement, the 135 square foot per person goal, community locational policies, local market conditions, available vacant space, furniture and equipment, professional space management principles, specific requirements for supplemental space and other factors.

(g) The head of each Federal agency will submit to GSA an annual work space management plan. Space inventories, personnel and utilization rates for GSA-controlled space and overall inventory totals will be projected for a 2-year period and reported annually with quarterly updates of significant changes.

(h) Location of space shall continue to be determined by agency mission needs, provisions of the Rural Development Act of 1971, and relevant Federal policies. GSA shall survey agencies and develop community specific location policies and plans based on agency mission, housing, and location requirements in a community. These community plans shall call for the location of agencies in leased and other federally controlled space at the most economical cost to the Government consistent with the agencies' mission.

6. *Comments.* Comments concerning the effect or impact of this regulation may be submitted to the General Services Administration, Office of Space Management (PR), Washington, DC 20405. Comments should be submitted within 60 days of publication of this regulation.

7. *Effect on other directives.* The provisions of Federal Property Management Regulations (FPMR) Temporary Regulations D-68 and D-70, Supplement 1 to D-68, Supplement 1 to D-70 and FPMR Bulletin D-195 are superseded by this regulation.

Dwight Ink,

Acting Administrator of General Services.

#### Attachment A

### PART 101-17—GOVERNMENT WORK SPACE MANAGEMENT

#### § 101-17.000 Scope of part.

This part prescribes policies and procedures for implementing

Government-wide work space management reforms. The procedures of this part apply to all Federal work space.

#### § 101-17.001 Authority.

This Part 101-17 implements Executive Order 12411, 48 FR 13391, March 31, 1983, applicable provisions of the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended, and Executive Order 12348.

#### § 101-17.002 Basic policy.

(a) It is the responsibility of the heads of all Federal agencies to ensure that the provisions of Executive Order 12411 are implemented expeditiously and effectively. To accomplish this, Federal agencies shall maintain plans and programs to reduce the amount of work space, used or held, to that amount which is essential for known agency missions. Work space shall be acquired for use by Federal agencies only when such space is essential to existing or known and planned programs, and existing Government-controlled space held by other Federal agencies is not available to satisfy the need. GSA will issue guidance as required to aid agencies in developing goals for the improvement of Government-wide work space management. Agencies will be responsible for complying with plans and programs and meeting goals for improving work space management.

(b) Agency heads will continue to dispose of real property as presently provided by law and regulation. Generally, this requires reporting of excess property to the Administrator of General Services under FPMR 101-47. Agency heads shall notify the Administrator of all vacant work space that may be made available for the temporary use of other Federal agencies to the extent consistent with cost-effectiveness and with national defense requirements.

(c) Each agency head shall ensure that requests for space are consistent with agency plans and that the amount of office space is held to the minimum necessary to accomplish the tasks which must be performed. The objective is to achieve, by the end of Fiscal Year 1990, an average workstation space utilization rate of 135 square feet or less per person for both agency-controlled and GSA-controlled space. Agencies which choose to delay achievement of this goal until the later years of the period should submit full justification for their actions, as part of the plan required by this regulation. The reduction is defined as the difference between the current workstation space utilization rate and 135 square feet per person.

(d) Heads of Federal agencies shall establish programs to ensure that furnishings related to work space are held to the minimum necessary to accomplish mission requirements. Excess related furnishings shall be identified and reported to the Administrator of General Services in accordance with FPMR 101-43, Utilization of Personal Property, and other applicable laws and regulations.

(e) Each head of a Federal agency shall:

(1) Annually report the agency's total inventory of Government-wide work space, whether owned, leased, or otherwise controlled, to the Administrator of General Services, in order that the Administrator may publish a detailed listing of real property owned, leased, and otherwise controlled by all Federal agencies in accordance with FPMR 101-3.

(2) Establish and implement an agency-wide work space management plan in accordance with Section 101-17.009, Work Space Management Plans.

(3) Institute programs to ensure that agency actions for accomplishing management reforms for work space and related furnishings are in compliance with Executive Order 12411 and with this regulation.

(4) Maintain internal inventory records on furnishing related to work space in accordance with GAO thresholds.

(f) The Administrator of General Services shall:

(1) In accordance with Section 101-17.009 receive and review the work space management plans from all Federal agencies and communicate his findings to OMB for coordination of space plans with agency budgets.

(2) Establish procedures, guidelines and regulations to be followed by the agencies in developing the work space planning, information and reporting systems required by Executive Order 12411.

(3) Conduct surveys, space inspections and space utilization studies as prescribed by existing law and regulations. These shall include surveys to identify underutilized real property in accordance with FPMR 101-47.802 and Executive Order 12411.

#### § 101-17.003 Definition of terms.

(a) "Agency-controlled space" means federally owned, leased, or controlled space acquired or used by Federal agencies under any authority other than the Federal Property and Administrative Services Act of 1949, as amended. It also includes space for which authorities for acquisition, use, or disposal have been

delegated to other agencies by GSA. It includes any space for which an agency does not pay GSA directly.

(b) "Acquisition of work space" means the process of obtaining work space by purchase, lease, donation, exchange, eminent domain, construction, or by any other means permissible by law.

(c) "Consistent with national defense requirements" means conforming with security considerations, as determined by the head of each Federal agency in consultation with the Administrator of General Services.

(d) "Conversion" is a technique for agencies to convert space under their control from "gross square footage" or "net square footage" to "occupiable square footage". In the case of office space, "conversion" is used to provide a cost-effective means for comparing utilization rates in agency-controlled space with utilization rates in GSA-controlled space.

(e) "Conversion factor" is the percentage determined by the agencies to convert space under their control from gross and net square footage to occupiable square feet. For office space, see Section 101-17.004 Utilization standards for work space.

(f) "Cost-effective" means justified under an economic analysis which evaluates alternatives in terms of time-adjusted expenses incurred by the Government.

(g) "Excess holdings" means any work space or related furnishings which are not essential to a Federal agency's existing or planned programs.

(h) "Federal agency" means any department, agency, or independent establishment in the Government, including any wholly-owned corporation.

(i) "Federally owned, leased, or controlled work space":

(1) "Federally owned" means work space, the title to which is vested, or will become vested pursuant to existing agreement, in the United States Government.

(2) "Federally leased" means work space for which the United States Government has a right of occupancy by virtue of having acquired a leasehold interest.

(3) "Federally controlled" means work space for which the United States Government has a right of occupancy by ownership, by lease, or by any other means, such as by contract, barter, license, easement, permit, requisition, or condemnation, whether or not paid for. This does not include space owned or leased by private sector entities performing work on Government contracts.

(j) "GSA-controlled space" means space assigned to the agency by GSA by authority of the Federal Property and Administrative Services Act of 1949, as amended, or by authority of any other statute. It includes any space for which an agency pays GSA directly.

(k) "Inventory" means a summary, survey, or itemized list of the space, assets, or materials under the control of a Federal agency.

(l) "Measurement of space":

(1) "Gross square footage" means all floor area (including all openings in floor slabs) measured to the outer surfaces of exterior or enclosing walls, and includes all floors, mezzanines, halls, vestibules, stairwells, service and equipment rooms, penthouses, enclosed passages and walkways, finished usable space with sloping ceilings (such as attic space) having 6 feet or more headroom, and appended covered shipping or receiving platforms at truck or railroad car height. Also included in gross floor area, but calculated on one-half of actual floor area, are covered open porches, passages and walks, with appended uncovered receiving and shipping platforms at truck or railroad car height. For the purposes of reporting under this regulation, this definition applies to agency controlled space only.

(2) "Net square footage" means that area defined as gross square footage, less space occupied by outside walls, interior partitions, stair towers, elevator shafts and machinery, toilets, basement and attic space unsuitable for use, permanent hallways and corridors, and rooms housing machinery or equipment for heating or ventilating and for furnishing light, power, and water supply for the building. For the purposes of reporting under this regulation, this definition applies to agency controlled space only.

(3) "Occupiable area" means that portion of the gross area which is available for use by an occupant's personnel or furnishings, including space which is available jointly to the various occupants of the buildings, such as auditoriums, health units, and snack bars. Occupiable area does not include space in the building which is devoted to its operations and maintenance, including craft shops, gear rooms, and building supply storage and issue rooms. Ceiling-high corridors solely serving a single space assignment are "occupiable." Occupiable area is computed by measuring from the occupants' side of ceiling-high corridor partitions or partitions enclosing mechanical, toilet, and/or custodial space to the inside finish of permanent exterior building walls or to the face of the convectors if the convectors occupy

at least 50 percent of the length of the exterior wall. When computing occupiable area separated by partitions, measurements are taken from the center line of the partitions.

(m) "Personnel" means the peak number of persons to be housed in a given space assignment for whom a separate workstation must be provided. In addition to permanent Federal personnel, this includes temporaries, part time, seasonal, and contractual employees who cannot share existing workstations, and budgeted vacancies. Employees of other agencies and organizations who occupy separate workstations in the space assignment will also be included in the personnel total. Shift workers are to be considered as one person if the same workstation is used on every shift. In the case of office space, the peak number of persons for whom a separate workstation must be provided is used to calculate the utilization rate for office space.

(n) "Related furnishings" means items in work space which do not become fixed and part of the building, including such items as furniture, equipment, computers, telephones, etc.

(o) "Space" means space in buildings, and land incidental to the use thereof, which is under the custody and control of a Federal agency.

(p) "Workspace management analysis" means the process of employing recognized professional techniques to determine how efficiently an agency is utilizing its work space, and to verify that space is being used in accordance with this regulation. (The term "Analysis" means reconnaissance-type inspections as well as detailed studies.)

(q) "Special purpose space" means work space which is predominantly utilized for the special purpose of an agency and is not generally suitable for the use of other agencies. This includes but is not limited to schools, hospitals, mints, embassies, and consulates.

(r) "Supplemental space" means specific and discrete areas constructed as office space but used to meet needs outside the agency's ordinary office requirements, such as public-oriented or centralized reception, hearing or meeting facilities, service, inspection, distribution, storage or processing activities. Such space is most cost-effectively collocated with normal office space. Illustrations are contained in Section 101-17.000.

(s) "Supplemental space factor" means a percentage representing the square foot area of supplemental space divided by the total square foot area of all occupiable office space. For space

under their control, agencies shall develop factors compatible with their space measurement and classification systems. These factors will be applied to the agency's overall average office space utilization rate to develop a workstation space utilization-rate to determine agency progress in achieving the 135 square foot per person goal.

(t) "Used or held by a Federal agency" means occupied or used by that agency in the performance of its missions, whether or not paid for, regardless of whether such occupancy or use is obtained as a result of an assignment from GSA, as a result of a permit or other right-of-use obtained from another agency, or as a result of the agency's exercise of its own acquisition authority, whether granted by statute or obtained by delegation from GSA.

(u) "Utilization rate", as applied to office space, is an indicator of the efficiency with which space is used. It is calculated by dividing the total office square footage by the total number of personnel occupying that space. For purposes of measuring agency progress against the 135 square foot per person goal, a supplemental space factor will be applied to the agency utilization rate. See 101-17.003(m) for a definition of "personnel" and 101-17.003(s) for a definition of "supplemental space factor".

(v) "Vacant space available for temporary use" means work space which is:

(1) Not currently occupied or utilized to perform an agency's mission, but which is retained for future use, and

(2) In a condition presently suitable for occupancy, or capable of being made suitable at minimal expense, and

(3) Of a character and in a geographical location such that it would be suitable for use by a Federal agency other than the agency which presently controls it.

(w) "Work space" means federally-controlled space in buildings and structures (permanent, semi-permanent, or temporary) which provides an acceptable environment for the performance of agency mission requirements by employees or by other persons occupying it. It is further classified as "office space", "storage space" or "special space".

(1) "Office space", means space which provides an environment suitable in its present state for an office operation.

(2) "Storage space" means space generally consisting of concrete, wood block, or unfinished floors; bare block or brick interior walls; unfinished ceilings; and similar construction containing minimal lighting and heating. It includes attics, basements, sheds, parking

structures and other unimproved building areas.

(3) "Special space" means space which has unique architectural features, requires the installation of special equipment or requires varying sums to construct, maintain and/or operate as compared to office and storage space.

(x) "Work space management plan" means an annual plan updated quarterly with significant changes which is submitted by Federal agencies, at the bureau level, showing a 2-year projection of space and personnel. The plan includes both GSA-controlled and agency-controlled space.

(y) "Workstation space" means specific areas used for an agency's ordinary office functions.

(z) "Workstation space factor" means the percentage of the total occupiable office space used for workstations. This factor plus the supplemental space factor always equal 100% or 1.00.

(aa) "Workstation space utilization rate" is the quotient of the workstation space and the personnel occupying that space.

#### § 101-17.004 Utilization standards for work space.

Each agency shall achieve, by the end of Fiscal Year 1990, an overall agency-wide workstation space utilization rate equivalent to 135 occupiable square feet per person. Agency-controlled office space measured in terms of gross square footage will be converted to occupiable square footage by subtracting a factor of up to 25 percent. Agency-controlled office space measured in terms of net square footage will be converted to occupiable square footage by subtracting a factor of up to 10 percent. Agencies may apply a supplemental space factor to the 135 square feet per person goal in determining their progress in meeting the goal, as defined in 101-17.003(s) and (u). For all other agency-controlled space, the same conversion criteria will apply; however, no supplemental space factor will be considered. The factors applied for conversion and supplemental space for each agency shall be identified in the agency's work space management plan.

#### § 101-17.005 Utilization standards for related furnishings.

(a) Heads of agencies shall submit to GSA copies of their standards and criteria for the utilization of related furnishings established in accordance with FPMR 101-25.302.

(b) It is the responsibility of all heads of agencies to ensure that standards and criteria for the use of related furnishings reflect a judicious use of public monies.

#### § 101-17.006 Excess work space and related furnishings.

(a) This identification of unneeded work space held by Federal agencies will continue to be accomplished in accordance with the guidelines set forth in Section 101-47.8. Transfers of excess property between Government agencies will generally be effected in accordance with FPMR 101-47.2. Disposal of work space will be made in strict accordance with FPMR 101-47.3.

(b) Federal agencies with authority to identify, transfer, and dispose of work space, whether the authority is delegated to them by the Administrator of General Services or statute, may continue to exercise these authorities. Section 1(e) of Executive Order 12411 states that heads to all Federal executive agencies shall "consider, in making decisions concerning the use, acquisition or disposal of work space and related furnishings, the effects of its actions on costs incurred by other Federal agencies."

(c) All transfers and disposals, however done, will be reflected in agencies' reports and work space management plans to GSA.

(d) Excess related furnishings shall be identified in accordance with standards, criteria and procedures established by heads of Federal agencies. Excess related furnishings shall be reported to the Administrator in accordance with FPMR 101-43 and other applicable laws and regulations.

#### § 101-17.007 Vacant space available for temporary use.

All vacant work space available for temporary use will be reported to the Administrator of General Services.

(a) Vacant work space in facilities held in the custody and control of Federal agencies other than GSA shall be reported to the Administrator by those agency heads in accordance with the provisions of FPMR 101-3 and of this Part 101-17. Notification of the space which will become available for temporary use will be made to the Administrator 120 days before the projected date of availability. Notification will include a description of the property, the amount of space, the dates of availability and an agency contact. Alternatively, agency heads may determine that vacant space is not suitable for temporary use by other Federal agencies.

(b) Agency heads shall ensure that vacant space available for temporary use is incorporated into Work Space Management Plans.

(c) In addition to reporting agency-controlled vacant space available for

temporary use, agency heads may identify other potential agency users and may assign such vacant space to them in accordance with applicable laws and regulations.

(d) The holding agency may determine that the space in question can be made available to potential users other than Federal agencies.

(e) To facilitate Federal agencies' cost-effective planning and utilization of work space, the Administrator shall maintain listings of vacant space available for temporary use. This listing will enable agencies requiring additional work space to ensure that such space is not available within the Federal inventory before acquiring it. It is the responsibility of all agency heads to determine, before acquiring work space, that existing vacant space used or held by other agencies is not available to satisfy the need.

#### § 101-17.006 Inventories.

(a) Procedures and forms for use by executive agencies in preparing and submitting annual reports necessary for maintaining and publishing of Annual Real Property Inventories are contained in FPMR 101-3. Inventory reports shall cover those categories of property specified in FPMR 101-3. Reports shall be submitted by the agency responsible for the maintenance of real property records and accounts as prescribed in FPMR 101-3. Interagency report control number 0315-GSA-QU is assigned to this reporting requirement.

(b) It is the responsibility of the head of each executive agency to ensure that data submitted in accordance with FPMR 101-3 is consistent with the data required by Section 101-17.009.

(c) The Administrator of General Services shall consult with the heads of other agencies before issuing additional reporting requirements in order to ensure that such reports do not impose excessive cost burdens not contemplated by Executive Order 12411.

#### § 101-17.009 Work space management plan.

(a) The head of each Federal agency shall submit to GSA an annual work space management plan. Separate bureau plans will be summarized into an agency-wide plan. The plans will contain current space holdings and a 2-year projection of requirements. This plan shall address all work space used or held, whether GSA-assigned or agency-controlled, wherever located. The report will be due no later than May 15 of each year with projections for the following two years in order to guide the preparation of agency budget submissions. The inventory levels used

as the basis for projecting GSA-controlled space requirements should be consistent with inventory levels shown in the projected RENT Budget Report issued by GSA in April, except for the first report, as noted below.

Note.—The first report will be due 45 days after issuance of this regulation, with current year data for FY 85 and projections for Fiscal Year 1986 and 1987. See § 101-17.4902 for a sample of the required form.

(b) Each Plan shall contain a corresponding 2-year forecast of personnel and shall relate mission requirements to space presently used or held under request by the agency. Agency plans shall also indicate office utilization rates for present and projected work space and shall indicate the year in which 135 square feet per person in office space is expected to be achieved. These plans shall also state the supplemental space and conversion factors used by the agency for space under its control. The 2-year forecast was chosen to coincide with agency budget submissions.

(c) Each plan shall guide agencies in determining the amounts and type of space to be acquired through direct authority or requested from GSA. Agencies are responsible for ensuring compliance with plans in the acquisition of space.

(d) GSA shall review agency plans for consistency with Executive Order 12411, the provisions of this regulation including the 135 square foot goal, and other relevant factors and provide comments back to the agencies, as appropriate, within 60 days of plan submission. Agency plans shall be made available for review by OMB to ensure that funding is consistent with plans and projections. GSA shall report agencies' progress in improving the management of work space and related furnishings.

(e) GSA shall, upon agency request, provide technical assistance in the development and implementation of plans.

(f) This report has been cleared in accordance with FPMR 101-11.11 and assigned interagency report control number (IRCN) 0323-GSA-XX. In addition, this report supersedes IRCN 0307-GSA-AN, Annual Space Reduction Plan, and IRCN-0308-GSA-AN, Work Space Management Plan.

#### Subpart 101-17.1 Assignment and Utilization of GSA-Controlled Space

##### § 101-17.100 Scope of part.

This part prescribes the policies and procedures for the assignment, utilization, and planning of space in buildings under the custody or control of GSA. The term "United States", as used

in this subchapter, means the 50 States of the United States, the District of Columbia; and the Commonwealths, territories and possessions of the United States.

##### § 101-17.101 Authority.

This part implements the applicable provisions of the Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended; the Act of July 1, 1898 (40 U.S.C. 285); the Act of August 27, 1935 (40 U.S.C. 304c); the Public Buildings Act of 1959, as amended (40 U.S.C. 601 et seq.); the Rural Development Act of 1972 (86 Stat. 674); Reorganization Plan No. 18 of 1950 (40 U.S.C. 490, note); the Public Buildings Cooperative Use Act of 1976 (90 Stat. 2505); Executive Order 12072 of August 18, 1978 (49 FR 36669); the Intergovernmental Cooperation Act of 1968 (42 U.S.C. 4201-4244); the Federal Urban Land-Use Act (40 U.S.C. 531-535); Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601); the National Environmental Policy Act of 1969, as amended (42 U.S.C. 4321); Executive Order 12411 of March 31, 1983 (46 FR 13391) and Executive Order 12348.

##### § 101-17.102 Basic policy

(a) GSA and other Federal agencies shall take all reasonable measures to ensure the use of the absolute minimum space required to perform agency missions. The objective is to achieve by the end of Fiscal Year 1990, an average workstation space utilization rate of 135 square feet or less per person. Agencies which choose to delay achievement of this goal until the later years of the period should submit full justification for their actions, as part of the plan required by this regulation. The reduction is defined as the difference between the current workstation space utilization rate and 135 square feet per person. To accomplish this, each shall devise and implement a plan to improve the utilization of all space and shall indicate when this utilization rate accomplishment is to be realized. GSA shall issue guidance from time to time to assist agencies in improving space utilization. GSA and other Federal agencies shall work towards the most cost-effective solution practicable in each circumstance.

(b) Agency work space management plans shall be prepared in accordance with Section 101-17.009 and shall guide agencies in the acquisition of space including requests for space from GSA. Each agency head shall ensure that all space actions are consistent with the agency space plan.



(c) Agencies shall request the absolute minimum amount of space required for agency operations.

(d) Each agency shall determine the appropriate geographical area for its facilities. The agency shall define the broadest possible area compatible with its mission, employment considerations impacting productivity, recruitment and retention, and functional requirements to ensure maximum utilization of Government-controlled space and to obtain the maximum competitive area for space procurement. Agencies shall comply with all applicable statutes and Executive Orders, including those cited in 101-17.101. GSA shall develop community-specific location policies and plans based on a survey of agency mission, housing, location requirements, and employment considerations impacting productivity, recruitment and retention as defined by the agency. Locational policies shall be developed in accordance with Section 101-17.205. These plans shall also consider social, economic, environmental, historic preservation, and cultural effects upon communities, and shall support local development and revitalization objectives wherever feasible in meeting agency space needs.

(e) GSA will assign and reassign suitable space to Federal agencies and certain non-Federal organizations, and will issue criteria for the use of this space. To accomplish this, GSA will acquire and use federally-owned and leased space located in the United States. GSA will ensure that agency-established geographical areas are sufficiently broad to ensure adequate consideration of available Government-owned space and adequate potential for competitive offers from the market place. GSA will then determine the appropriate delineated area for space assignments consistent with the community specific locational policy.

(f) GSA and each agency will ensure the use of vacant available federally controlled space which meets minimum agency requirements before acquiring new space. Wherever possible, agencies shall occupy this space without alteration. When alterations are required, alterations which are essential for performance of agency missions or which improve the utilization rate shall be given priority. Alterations solely for decorative or nonessential purposes shall be avoided.

(g) GSA may delegate authority to agencies to acquire or lease their own workspace. Such space will be considered agency-controlled space and GSA will exercise oversight responsibility for agency actions under these delegations.

(h) GSA may require agencies to relinquish all or a portion of assigned space if this action is in the best interests of the Government and would not unreasonably interfere with the agency's performance of its mission. Under such forced relocations (as defined in 101-17.103(d)), GSA will be responsible for all expenses listed in 101-17.302, and for moving and alteration expenses.

(i) The finalization of a supplemental space factor as explained in 101-17.104 will supersede Space Allocation Standards for those agencies having such an agreement with GSA.

#### § 101-17.103 Definition of terms.

(a) "Acceptance of space" means a certification from an agency that GSA may award a lease, make a commitment for initial alterations, and/or establish a date of occupancy.

(b) "Average utilization rate by bureau" means the utilization rate for a particular bureau, calculated on a nationwide basis taking into account the supplemental space factor defined in 101-17.003(s).

(c) "Delineated area" means the specific boundaries, as determined by GSA, within which space will be obtained to satisfy an agency space requirement. It is based upon the agency's geographic service area and mission, and employment considerations, the amount of available Government-owned space, and the potential or competitive offers from the marketplace.

(d) "Forced relocation" means any GSA-directed action, not initiated by agency request, that forces an agency to move from its present space assignment in whole or in part.

(e) "General purpose space" means space which is determined by GSA to be suitable for the general use of agencies. General purpose space is categorized as office, storage or special. The physical characteristics are the basis for determining the proper space category.

(f) "Initial space layout" means the specific placement of workstations, furniture and equipment for new space assignments. These initial services are provided by GSA at no cost to the agencies, upon agency request.

(g) "Joint-use space" means occupiable space, such as cafeterias, conference rooms, credit unions, and snack bars, which is available for common use by personnel of any Federal agency.

(h) "Non-Federal organizations" means organizations such as credit unions, commissions for the blind and handicapped, and organizations under the direct sponsorship of a Federal

agency such as grantees and contractors.

(i) "Request for space" or "space request" means a written document upon which an agency provides GSA with the information necessary to assign space. A request for space shall be submitted on Standard Form 81 and Standard Form 81A. The request shall, at a minimum, contain descriptions of amount of space, personnel to be housed, geographic area, time period required and funding availability.

(j) "Space assigned by GSA" means space in buildings, and land incidental to its use, which is under the custody and control of GSA, space made available by USPS, or for which a permit for use has been issued to GSA by another agency. Examples of types of space assigned by GSA are listed in 101-17.601.

(k) "Space assignment" means an administrative action by GSA which authorizes the occupancy and use of space by a Federal agency or other eligible entity.

(l) "Space inspection" is a form of workspace management analysis as defined in 101-17.003(p) and means a reconnaissance-type evaluation of the manner in which assignments are being utilized to determine whether immediate or scheduled corrective action is warranted.

(m) "Space planning" means the process of using recognized professional techniques of space programming, planning, layout and interior design to determine the best location and the most efficient configuration for agency facilities.

(n) "Space requirements program" means the statement of an agency's space needs as expressed on Standard Form 81-A, Space Requirements Worksheet, and additional supporting documentation such as adjacency diagrams, and summarized on Standard Form 81, Request for Space.

(o) "Unique agency space" means any general purpose space which either consists of more than 50 percent special-type space not likely to be needed by another agency, or space of any type located in an area where it would be impractical to house another agency.

#### § 101-17.104 Supplemental space allowances.

##### § 101-17.104-1 Policy overview.

This policy is designed to identify and take into account those areas not used for typical office work in calculating utilization rates. Supplemental space will continue to be classified, measured, and billed to agencies as office space.

**§ 101-17.104-2 Supplemental space allowance criteria.**

Supplemental space allowances will be considered for agency functions which are:

(a) Housed in office space and accommodate non-workstation activities such as public reception areas, public inspection rooms, bid rooms, areas which accommodate files which by law must be maintained for public use, centralized mail, copy and storage operations and the like. (See § 101-17.600 for a list of supplemental areas), and

(b) Housed in space used more than 50 percent of the time for that purpose, and

(c) Housed in distinct and identifiable areas.

**§ 101-17.104-3 Supplemental space allowance procedures.**

(a) Each agency is responsible, on behalf of its bureaus, for submitting to GSA narrative justifications for each allowance type. This narrative must explain what the function is and why it qualifies. One concise paragraph should suffice to explain each request.

(b) The request must contain the quantity of space nationwide and a certification from the agency head of the validity of the data and compliance with supplemental space criteria.

(c) GSA will develop with each agency the supplemental space factor for its bureaus or operational units as appropriate. For example, GSA and the Department of Transportation will develop supplemental factors for the Federal Railroad Administration, the Urban Mass Transportation Administration, etc. However, in cases where there is an operationally-distinct component or a bureau which requires its own supplemental space factor, a separate factor will be developed. For example, an agency with regional offices, district offices and field offices, all under the bureau, but with distinctly different operating characteristics, would require separate factors. This supplemental space factor will remain in effect until an agency mission change dictates that a new factor be developed.

(d) Supplemental space factors shall be finalized 9 months after the date of publication of this document. If no factor is finalized by this time, it may result in GSA assuming a zero percent factor for any agencies in this situation.

(e) The factor will be used for determining the amount of space to be provided to a given bureau or operational unit in response to a space request. All space requests which meet the 135 square foot goal for workstation

space will be expeditiously processed by the GSA regional office.

**Subpart 101-17.2—Assignment of Space****§ 101-17.200 Request for space.**

(a) Federal agencies shall express their space needs by submitting Standard Form 81, Request for Space, Standard Form 81-A, Space Requirements Worksheet, and all other appropriate information, to the GSA regional office responsible for the geographic area in which the space is required. GSA will advise agencies when space requested has been determined to be unique agency space.

(b) When appropriate, GSA will request agencies to submit GSA Form 144, Net Space Requirements for Future Federal Buildings Construction.

(c) The need for space requested, the number of personnel housed, and the availability of funds for reimbursement to GSA shall be certified by an authorized official of the requesting agency of SF 81.

(d) Space requests for the U.S. Postal Service will be processed in accordance with the U.S. Postal Service-GSA agreement.

(e) GSA has the responsibility to assign space in an efficient manner using professional space management techniques. In making its determination of the amount of space assigned, each GSA regional office will consider the prudent, judicious and austere use of Government funds and resources and will base its decision on local market conditions, available vacant space, restrictions imposed by furniture and equipment and other factors.

(f) Each agency has the responsibility to request no more than the absolute minimum amount of space required to perform agency missions.

**§ 101-17.201 Delegation of authority.**

(a) GSA may delegate authority to acquire space by lease or procure parking accommodations when, in GSA's sole opinion, the delegation is in the best interests of the requesting agency and the Government. GSA will specify the terms and conditions of any delegation in writing at the time the delegation is made.

(b) Agencies acting under delegations shall make every reasonable effort to utilize existing Government-controlled facilities before acquiring new space. Agencies shall make inquiries to GSA regional offices regarding the availability of Government-controlled space and the agencies shall document their lease files if such space is not available. This documentation shall

include the date of contact and the name and position of the GSA individual contacted.

(c) Agencies acting under delegation from GSA are required to comply with all relevant sections of this part 101-17.

**§ 101-17.202 Action when existing space is not available.**

(a) If no suitable federally controlled space is available, GSA will advise the requesting agency by returning a signed copy of the Standard Form 81, showing the action to be taken.

(b) When the agency has acquisition authority or has been delegated such authority by GSA, it may proceed to acquire the requested space consistent with existing laws and regulations. The signed copy of the Standard Form 81, if required, shall be attached to the leasing or related instrument made available to the General Accounting Office.

(c) At the agency's option, GSA may take necessary action to acquire space for agencies having acquisition authority when the latter so requests.

**§ 101-17.203 Space for short-term use.**

Agencies having a need for facilities for short-term use (such as conferences and meetings, judicial proceedings, and emergency situations) shall make every reasonable effort to utilize Government-owned or -leased facilities. If no suitable Government-controlled facilities are available, an agency may arrange for the use of privately owned facilities for a period not to exceed 120 days, provided that the agency has authority to contract for such facilities. Agencies shall make inquiries regarding availability to GSA regional offices and document such inquiries as outlined in § 101-17.201(b).

**§ 101-17.204 Space requirements for ADP, office automation and telecommunication equipment.**

Agencies requiring space for the installation of specialized equipment shall provide information as described in Subpart 101-17.602. This information should be forwarded to GSA at least six months in advance of equipment delivery so that space can be provided in a timely and efficient manner.

**§ 101-17.205 Location of space.**

(a) Federal use of space shall encourage growth and economic development and redevelopment in rural areas, consistent with the provisions of section 601(b) of the Rural Development Act of 1981 (96 Stat. 674).

(b) In locating facilities, after due consideration of the provisions of the Rural Development Act, agencies shall give first consideration to the



centralized business area and adjacent areas of similar character in the central city of Consolidated Metropolitan Statistical Areas as defined by the Department of Commerce. In addition, GSA will consult with appropriate Federal, State, regional and local government officials and consider their recommendations for and objections to a proposed selection site of space acquisition. GSA will advise local officials of the availability of data on GSA plans and programs, and will agree upon the exchange of planning information with local officials.

(c) The presence of the Federal Government in the National Capital Region (NCR) is such that the distribution of Federal installations will continue to be a major influence in the extent and character of development.

(1) These policies shall be applied in the GSA National Capital Region on the most cost-effective basis feasible, in conjunction with regional policies established by the National Capital Planning Commission and consistent with the general purposes of the National Capital Planning Act of 1959 (66 Stat. 781), as amended. These policies shall guide the development of strategic plans for the housing of Federal agencies within the National Capital Region.

(2) Solicitations for leased space shall give consideration to location at the lowest rental rate in the entire competitive market area of the National Capital Region consistent with the agency's requirements. Exceptions will be made for GSA clients with site specific requirements.

(d) Consistent with the policies cited in paragraphs (a), (b) and (c) above, alternative sources for meeting Federal space needs will consider the use of buildings of historic, architectural, or cultural significance within the meaning of section 105 of the Public Buildings Cooperative Use Act of 1976 (90 Stat. 2507).

(e) Consistent with the policies cited in paragraphs (a), (b), (c) and (d) above, GSA shall survey agency mission, housing, and location requirements in a community and develop community specific location policies and plans. These plans shall call for the location of leased space and other interests in real property at the most economical cost possible to the Government consistent with the agencies' requirements.

#### **§ 101-17.206 Application of socio-economic considerations.**

When actions are proposed to accomplish the reassignment or utilization of space through the relocation of an existing major

workforce, the impact on employees with low and moderate incomes and minority employees shall be considered. Under these circumstances, the requesting agency shall consult the Department of Housing and Urban Development in accordance with the memorandum of understanding between the Department of Housing and Urban Development and the General Services Administration.

#### **§ 101-17.207 Reviews and appeals of space assignment actions.**

##### **§ 101-17.207-1 Formal review.**

A request for a formal review of a space assignment or space acquisition action shall initially be submitted to the appropriate GSA regional office by the agency official authorized to sign the Standard Form 81, Request for Space. A request for a formal review shall be in writing and shall include all pertinent information and supporting documentation. The GSA Real Estate Division will verify the data, perform additional investigations, as necessary, and issue a decision.

##### **§ 101-17.207-2 Initial appeal.**

(a) Within 15 calendar days after receiving the decision, the regional agency head or his/her designee may submit an appeal of the decision to the Regional Administrator, GSA. In the appeal, the agency official shall state, in writing, the basis for the original request for formal review. Only information provided with that request will be considered. Any new or additional information introduced at this level will require that the appeal undergo another formal review.

(b) Within 15 calendar days, the Regional Administrator, GSA, will notify the agency of his/her decision. In cases requiring more detailed analysis than can be accomplished in 15 days, the Regional Administrator will notify the agency and establish a date on which his/her decision will be rendered.

##### **§ 101-17.207-3 Further appeals.**

Within 15 calendar days after the agency has been notified of the Regional Administrator's decision, a further appeal may be filed by the agency head with the Administrator of General Services. The Administrator will render the agency's decision within 15 calendar days of receipt of the appeal whenever possible; if additional time is required, the Administrator shall notify the agency of the date a decision will be made.

#### **Subpart 101-17.3 Utilization of Space**

##### **§ 101-17.300 Responsibility of GSA.**

GSA shall conduct workspace management analyses to promote and ensure efficient utilization, recapturing for release or reassignment any space the agencies do not justify as being required. The agency will be provided with a written summary of significant findings and recommendations, together with data concerning improvements which are planned by the agency, and those which are planned by GSA.

##### **§ 101-17.301 Responsibility of agencies.**

Agencies shall cooperate with GSA in the assignment and utilization of space. Agencies shall:

(a) Furnish information regarding the use of assigned space;

(b) Furnish data on personnel consistent with budget submissions to the Office of Management and Budget and with existing appropriations;

(c) Continually study and survey space occupied to ensure efficient and economical utilization of office space consistent with the minimum amount required to perform the agency mission; and

(d) Promptly report to GSA any space which is excess to their needs for assignment to other agencies.

##### **§ 101-17.302 Procedures for agency-initiated relinquishment of space.**

(a) An agency occupying GSA-controlled space shall notify the appropriate GSA regional office as soon as possible but at least 120 calendar days before vacating, whenever space is no longer needed. Notification shall be in writing, giving a description of the space and the estimated date of release.

(b) When a portion of space is relinquished, that space shall be consolidated, accessible, and readily assignable or marketable. Expenses required to alter the space shall be borne by the agency.

(c) The agency shall be responsible for space charges until the date of release specified in the notification, or until the date space is actually vacated, whichever occurs later. When an agency has not made timely notification to GSA, that agency shall be responsible for space charges for a period of 120 calendar days following the date of notification or until the space has been reassigned, whichever occurs first.

(d) When the space relinquished is unique agency space, the agency shall also be responsible for space charges for a period for 120 days following notification. Further, beyond 120 days

the agency shall be responsible for actual expenses incurred by GSA until:

(i) The space is assigned or otherwise disposed of by GSA, or

(ii) The expiration of the term specified on the most recent SF 81 applicable to the area in question, or

(iii) Notification by the Office of Management and Budget that agency responsibility is no longer required.

(e) Agencies who commit to occupy space but never occupy that space are responsible for space charges for 120 days from the day they notify GSA that the space is not required. If the space is unique agency space, the provisions of paragraph 101-17.302(d) shall apply.

(f) When an agency is responsible for the operation, maintenance, and protection of Government-owned space assigned by GSA, and the agency determines that this space is no longer needed, the agency shall so notify GSA at least six months before relinquishing the space. The operation, maintenance, and protection of the space shall continue to be the responsibility of the agency until the beginning of the next fiscal quarter following the end of the 6-month period.

#### Subpart 101-17.4 Space Programming, Planning, Layout and Design Services

##### § 101-17.400 Initial layout services.

(a) Upon agency request, GSA will be responsible for providing space layouts for an initial space assignment or a forced relocation at no cost to the agency. The agency shall be responsible for preparation of a space requirements program, which shall be used as the basis for developing layouts. Wherever possible, the space program shall be prepared by professionally-trained agency staff. All requests shall be made to the appropriate GSA regional office.

(b) Agencies may also request other services in conjunction with initial layouts, such as space programming,

master planning, macro-level programming and interior design. GSA will consult with the agency to determine the scope of assistance required. Such services will be provided on a reimbursable basis. Agencies must certify funding before performance of services.

##### § 101-17.401 Other services.

Agencies may request space programming, planning, layout and interior design services for space actions other than initial layouts, such as reconfigurations, alterations, reductions, consolidations, relocations, as-built drawings and use of specialized furniture or equipment. Such services will be provided on a reimbursable basis. Agencies must certify funding before performance of services.

##### § 101-17.402 Provision of services.

(a) No Federal agency occupying GSA-controlled space shall contract for these services without first consulting GSA. GSA may provide requested services through use of in-house professional staff or contracted professional space planning firms. GSA may require agencies to use existing GSA space planning contracts or new contracts negotiated by GSA if necessary to meet contractual commitments, avoid duplicated services and/or ensure cost-effectiveness.

(b) In the event that GSA is unable to provide requested services, either in-house or on contract, agencies may request a project waiver from the provisions of paragraph (a), above, to procure such services on their own authority. The request should be made to the GSA regional Office of Public Buildings and Real Property and should document the unavailability of GSA-provided services, the basic scope of service required, and the name, location, and size of the project. If the request is approved by the regional office, the

agency may consult with GSA on contract scope, tasks, and deliverables.

(c) Regardless of the method used to provide these services, work performed on an agency's behalf in GSA-controlled space will be reviewed by GSA to ensure that no adverse impacts on technical sufficiency, mechanical or utility systems, structural integrity, fire and safety requirements, or assignment management considerations would result.

(d) Requests for services which apply across GSA regional boundaries, such as nationwide bureau-level space standards, shall be made to the GSA Central Office, Space Management Division.

(e) GSA will provide services on a reimbursable basis and on request for agency-controlled space as resources permit; however, priority must be given to requests from agencies occupying GSA-controlled space.

#### Subpart 101-17.5—Personnel Census

##### § 101-17.500 Personnel census procedures.

GSA will conduct an annual personnel census to determine space efficiency. A computer printout will be distributed for each agency assignment by the GSA regional office. Verification of the data requires a local agency representative to provide the peak number of persons to be housed during the fiscal year. This printout is to be returned to the appropriate GSA regional office within 30 days of receipt.

#### Subpart 101-17.6—Exhibits

##### § 101-17.600 Illustrations of support space.

The following list summarizes types of workstation-related and supplemental space. Regardless of specific language used here, supplemental space allowances must satisfy basic policy criteria stated above.

Support space	Workstation-related support space; include in "135" ft.	Supplemental space; do not include in "135" ft.
Type A: Reception, waiting areas.....	Waiting area with a few chairs or sofas, typically expected to be found outside private offices or within executive suites. For occasional outside visitors or routine staff.....	Consistently used for people outside of operational unit; usually for a significant volume of walk-in patron/clientele traffic which is there to be served by the agency and/or If associated with conference areas, must be waiting for scheduled meetings or appointments; events must occur more than 50% of the time that area is required. More than 50% of the time people external to the operational unit site must use the area. and Room use is scheduled in advance and log of hours and users is maintained and Room is used primarily for outside consultants, contractors, public liaison groups, agency task forces, etc., for purposes external to the work of the group housed; Centralized files of material primarily from outside the operational unit (e.g., job application, mortgage applications, etc.); official personnel files maintained by a central personnel office. All such files must be housed in a distinct area separated from other files. Must be separate; may be physically secured, with restricted access; centrally-stored supplies distributed by staff assigned to that function; may serve a large field work force; not more than one such space per operational unit site.
Type B: Conference, hearing, meeting, interview areas.....	Meeting area within or immediately adjacent to an office or work area. Occasional meeting area for 5 or 6 people..... Larger meeting areas used primarily by members of the operational unit without outside people attending.....	
Type C: File areas.....	Ordinary clusters of file cabinets in active use..... Files housing internal materials or routine case papers accessible by internal staff in daily operations.....	
Type D: Central storage areas.....	Supply areas for routine administrative supplies, materials, etc.....	

Support space	Workstation-related support space; include in "135" ft:	Supplemental space; do not include in "135" ft:
Type E:		
Processing areas.....	Space dedicated to personnel needs.....	In general, space dedicated to a machine or process.
Copier areas, reproduction and printing.....	Self-service copier areas for occasional use by all staff.....	Physically delineated area with staff dedicated to operate equipment.
Mail rooms.....	Small mail sorting areas for routine internal mail.....	Secured area where outside mail enters and exits the building (maximum of one per operational unit site); includes area for sorting, wrapping, carts, postage, and other major tasks. Must be of a type where people support equipment, not vice-versa.
Equipment-dominated area.....	An occasional microfiche machine, word processing areas; computer terminals used or assigned to employees as a routine part of their work.	Microfiche areas. Computer Terminal areas (if used by undedicated staff from outside one's own working group). Dry lab areas—i.e., no plumbing.
Type F: Reference/study areas:		
Libraries.....	Occasional alcove or wall in meeting room used for storage of small collections of books or magazines.	Physically secured area dedicated to functions normally associated with libraries. Libraries necessary to performance of official functions.
Public reference rooms.....	Use by public is incidental to use by staff.....	Dedicated exclusively or more than 50% to use by visitors, outside contractors, press, etc.; preferably a use mandated by law or statute.

**§ 101-17.601 Supplemental definitions.**

This section contains information to supplement the definitions of office, storage, and special space in § 101-17.003(w).

(a) The following are representative of uses of office space:

- (1) General purpose office space;
- (2) Private corridors;
- (3) Conference rooms (without special equipment and additional heating, ventilation, and air-conditioning (HVAC));
- (4) Training rooms (without special equipment and HVAC);
- (5) Libraries (without extensive built-in stacks and special floor loading);
- (6) Dry laboratories;
- (7) Storage in office space;
- (8) Credit unions (without fixed equipment);
- (9) Lounges (other than toilet areas);
- (10) Reception areas;
- (11) Hearing rooms (without special equipment and HVAC);
- (12) Telephone switchboard rooms;
- (13) Mail rooms;
- (14) Health rooms (without special equipment); and
- (15) Table areas in cafeterias.

(b) All storage space will be classified under subsets of general storage area, inside parking area, or warehouse areas, as follows:

- (1) General storage areas (storage in general purpose buildings) including:
  - (i) Basement,
  - (ii) Attics,
  - (iii) Closets (not finished to office standards),
  - (iv) Supply rooms (not finished to office standards);
  - (v) Storerooms (not finished to office standards), and
  - (vi) File rooms (not finished to office standards).
- (2) Inside parking areas (garage space located in either a federally owned or leased building which is utilized for the parking of motor vehicles) including:
  - (i) Garages,
  - (ii) Parking area, and
  - (iii) Motor pool parking.

(3) Warehouse areas (entire buildings with warehouse features, including minor amounts of supporting office space).

(c) Special space is further defined as follows:

(1) Laboratory and clinic areas (space containing built-in equipment and utilities required for the qualitative or quantitative analysis of matter, experimentation, the processing of materials, and/or the physical welfare of employees or the public) including:

- (i) Wet laboratories,
- (ii) Clean laboratories,
- (iii) Photographic laboratories,
- (iv) Clinics,
- (v) Health units and rooms (with special equipment), and
- (vi) Private toilets.

(2) Food service areas (space in buildings devoted to the preparation and dispensing of foodstuffs) including:

- (i) Cafeterias (kitchens, related storage and service areas),
- (ii) Snack bars,
- (iii) Mechanical vending areas, and
- (iv) Private kitchens.

(3) Structurally changed areas (areas having architectural features differing from normal office or storage areas, such as sloped floors, high ceilings, and increased floor loading) including:

- (i) Auditoriums,
- (ii) Gymnasiums,
- (iii) Libraries (with special stacks and floor loading),
- (iv) Target ranges,
- (v) Security vaults,
- (vi) Courtrooms, and
- (vii) U.S. Postal Service workrooms.

(4) Automatic data processing areas (areas having special features such as humidity and temperature control, raised flooring, and special wiring) including:

- (i) Computer rooms, telecommunication and office automation facilities,
- (ii) Support areas (with special flooring and wiring), and
- (iii) Tape vaults.

Note.—See § 101-17.602.

(5) Conference and training areas (areas used for conferences, training, and hearing with special equipment and supplemental HVAC) including:

- (i) Conference rooms,
- (ii) Hearing rooms,
- (iii) Training rooms,
- (iv) Exhibit areas, and
- (v) Small courtrooms (no structural changes).

(6) Light industrial areas including:

- (i) Records storage (with humidity control);
- (ii) Storage type space (with air-conditioning);
- (iii) Printing plants;
- (iv) Product classifying laboratories;
- (v) Motor pool service areas;
- (vi) Postal workrooms, swingrooms, locker rooms, mailing vestibules and platforms, and lock box lobbies;
- (vii) Shops (other than PBS);
- (viii) Loading docks and shipping platforms;
- (ix) Canopy areas; and
- (x) Vertical improved mail system areas.

(7) Quarters and residential housing areas (housing and quarters that do not logically fall in the other categories).

**§ 101-17.602 Space for data processing, office automation and telecommunications equipment.**

This section contains the information required on space requests for these specialized functions.

(a) Agencies requiring space for the installation of such equipment must provide the following information in addition to the requirements of section 101-17.204:

- (1) Type of equipment (including make, model number, manufacturer, and number of units of each);
- (2) Space and environmental requirements, including:
  - (i) Floor weight (lbs.);
  - (ii) Machine dimensions (width, depth, and height in inches);
  - (iii) Service clearance (front, rear, right and left sides);

(iv) Power in voltage and kv.-a. (starting loads and operating loads);

(v) Heat dissipation in B.T.U./hr. and air flow (c.f.m.); and

(vi) Need for raised floor, acoustic ceiling, and air-conditioning.

(3) Related requirements, such as storage space for supplies, tapes, and disks, work space, including desk and aisle space, and future expansion needs;

(4) Agency responsibility for funding; and

(5) Required occupancy date.

(b) The above information should be provided as separate supplemental data to Standard Form 81, Request for Space, and forwarded to the GSA regional office. The space requirements indicated on Standard Form 81 must include the space requirements for all components of Automated Data Processing, Office Automation and Telecommunication Equipment. The supplier should be

consulted prior to establishing space needs in order to ascertain any specific or peculiar space requirements of the equipment involved.

(c) It is essential that this information regarding the requirement for such space be transmitted to GSA as far as possible in advance of delivery of equipment so that space can be provided in timely and economical manner.

#### **Subpart 101-17.49—Forms**

##### **§ 101-17.4900 Scope of subpart.**

This subpart contains information on forms that pertain to the assignment and utilization of space and instructions in their use.

##### **§ 101-17.4901 Standard forms.**

(a) Forms referenced to this Section 101-17.4901 are Government standard forms. The subsection numbers in this

section correspond with the standard form numbers.

(b) Supplies of standard forms can be obtained from the nearest GSA supply distribution facility.

##### **§ 101-17.4902 GSA forms.**

(a) Forms referenced to this § 101-17.4902 are GSA forms. The subsection numbers in this section correspond to the GSA form number.

(b) Agencies obtain their initial supply of GSA forms from General Services Administration, Union and Franklin Streets Annex, Building 11, Alexandria, VA 22314. Agency field offices should submit all future requirements to their Washington headquarters office which will forward consolidated annual requirements to the General Services Administration (ATRR), Washington, DC 20405.

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Attachment A

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June 20, 1985

EXPLANATION OF TERMS AND INSTRUCTIONS FOR COMPLETING GSA FORM 3530,  
WORK SPACE MANAGEMENT PLAN (41 CFR 101-17.4902)

Reports are to be submitted annually by bureau, along with a summary report for the entire agency. This report covers projected space usage for two years after the current year. The report will be due no later than May 15 of each year with projections for the following two years. The first report will be due 45 days after the issuance of this regulation, using current data for FY 85 and projections for FY 86 and FY 87.

GSA-controlled space (current year). GSA-controlled space data will be furnished by GSA from current assignment records, and measured in occupiable square feet. Significant discrepancies in the GSA-furnished data shall be reconciled between GSA and the agency.

Agency-controlled subtotal is the sum of agency-controlled owned and agency-controlled leased space.

Total is the sum of the GSA-controlled space and the agency-controlled subtotal.

Total Space (Agency controlled space). Total space is the sum of all space under the responsibility of the reporting agency/bureau, including office and non-office areas, but excluding outside parking space. It is to be reported in occupiable square footage separately for owned and leased space. Occupiable square footage is determined by deducting a maximum of 25 percent from gross square footage or a maximum of 10 percent from net square footage. (See Section 101-17.003 (1) and 101-17.004). The conversion factor is to be reported at the bottom of this form.

Non-office space - Square Foot Area, Personnel (GSA-controlled). Non-office space in GSA-controlled buildings consists of storage and special space as defined in 101-17.003(w) (2) and (3). Outside parking areas are not included. Personnel is to be reported in accordance with 101-17.003(m).

Non-office space - Square Foot Area, Personnel (Agency controlled). Non-office space in agency controlled buildings consists of space whose predominant use is not for ordinary office functions. It is reported in occupiable square footage, separately for owned and leased, in the same method as described above. Personnel is to be reported in accordance with 101-17.003(m).

Office space - Total Square Foot Area (Agency controlled and GSA-controlled space). Office space is to be reported in occupiable square footage, as described above.



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Overall Utilization Rate, Office Space (Agency Controlled Space and GSA-controlled Space). The overall utilization rate is calculated for each of these space categories subtotals and the total by dividing the square feet of office space by the corresponding office personnel.

Supplemental Space Factor. This factor represents office space outside an agency's ordinary office requirements and is defined in 101-17.003(a).

Supplemental space factors for GSA-controlled space will not be included on this first report. Supplemental space factors in agency controlled space are optional on this first report.

Workstation Space Factor. This factor represents space use for general office purposes, and is calculated by subtracting the supplemental space factor from 1.00, e.g., a supplemental space factor of .23 results in a workstation space factor of .77.

Workstation Space Utilization Rate is calculated by multiplying the overall office utilization rate by the workstation space factor.

Workstation Space Utilization Rate Minus 135. Subtract 135 from the workstation space utilization rate in the adjacent column.

Fiscal year your Department/Agency Expects to Achieve 135 sq. ft. per person: This is to be reported separately for GSA-controlled space and agency-controlled space. It represents the year in which an average of 135 square feet per person is reached for workstation office space.

26530 - Federal Register / Vol. 50, No. 123 / Wednesday, June 26, 1985 / Rules and Regulations

FPMR Temp. Reg. D-71  
Attachment A

June 20, 1985

1 DATE		2 AGENCY REQUEST NUMBER		3 SPACE REQUESTED IS FOR INITIAL REQUEST <input type="checkbox"/> SUPPLEMENTAL REQUEST <input type="checkbox"/>		4 SPACE REQUIRED AT CITY & STATE		5 SPACE TO BE OCCUPIED BY (Bureau Division Branch etc.)	
1 TO		6 FROM		7		8		9	
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June 20, 1985

FPMR Temp. Reg. D-71  
Attachment A

## INSTRUCTIONS

1. Submission of Requests for Space.
  - a. This form should be submitted in triplicate to the General Services Administration Regional Office having jurisdiction for the geographical area in which the space requested (item 4) is located.
  - b. Agency field components requesting space should submit this form only if the field component has been delegated authority to do so and to obligate funds for reimbursement to GSA for costs of rental, moving, alterations, utilities, etc. Otherwise, the request must be coordinated with and approval obtained from the proper agency office having such authority.
  - c. Approximately 180 days will be required to complete transactions and have space ready for occupancy if leased space is to be acquired.
2. Official Vehicle Parking.
 

When parking is required for assigned official vehicles, indicate in item 14 the type and number of vehicles for which space must be provided.
3. Extended Operational Requirements.
 

If there is a requirement for access to and/or for services in the space requested during evening hours or over weekends, it should be noted and fully explained in item 14. An estimate of the number of hours per day and days per month that access and services will be required should be included.
4. Specific Location.
 

If a particular location within the community indicated in item 4 is critical to agency operations, it should be noted and fully explained in item 14.

Item 14, continued.

5. Work Station Allowance.
 

Under column 11(a), Job Title enter square feet allowed for grade in Occupancy Guide or in other GSA Standards. Indicate in item 14 the percent of male to female personnel.
6. Per further classification of office, storage and special space, see FPMR 101-17.003-2a.

## SPACE ALLOWANCE FOR COMMON FUNCTIONS

Function	Allowance
Conference and meeting rooms	Twenty square feet per person based on 50 percent time/use basis and on the average number of persons in attendance.
Classrooms and training rooms	Desk/arm chair at 10 square feet per person. Desk and chair at 40 square feet per person.
Reception areas	Based on average visitor load at 10 square feet per person.
Exhibit areas, internal duplicating, libraries, mail rooms, and supply rooms.	Actual measurement of equipment plus circulation.

Standard Form 61 (Rev. 4-74)

FPMR Temp. Reg. D-71  
Attachment A

**June 20, 1985**

[illegible]

REPORTS CONTROL SYMBOL PHS-21

(See instructions on reverse)

OSA FORM 146  
OCTOBER 1958

June 20, 1985

FPMR Temp. Reg. D-72  
Attachment A

## INSTRUCTIONS

This report is to provide information as a basis for the design of the Federal building specified on the face of this form.

Additional copies of the form, or attachments on plain paper with appropriate headings, should be used if necessary to furnish complete information. If space is not desired in the proposed building, enter a statement to that effect at the bottom of Part II of this form.

## PART I

A and B: NET SPACE NOW OCCUPIED. Enter complete information for each kind of occupancy. Use a separate column for each building. Enter the building name in the space provided, and give the aggregate of each kind of space occupied in the building. The dimensions for computing net space are taken from the inside faces of exterior walls to the faces of corridor walls, and from center to center of cross partitions (or the faces of partitions separating net assignable areas from other areas).

## PART II

NET SPACE REQUIREMENTS. The entries here should indicate the net space requirements based on staffing permitted by current appropriations or authorizations. Space allowances for additional staffing based on future programs will be allowed by GSA only if such programs have Bureau of the Budget approval. Space ultimately will be assigned in accordance with GSA Reg. 2-II, with due regard to the allowances set forth in section 502.00 of that Chapter. Agencies should be guided accordingly in stating estimated net space requirements. Exclude estimated space requirements for temporary or emergency expansion.

PROPOSED USE OF ROOMS: List the types of occupants such as "Executives", "Junior Executives", "Secretaries", and "Clerks" in the order of planning arrangement, or in the order of preferred arrangement if no plan has been made. If any of the following types of rooms or facilities are needed, give the additional information required for each:

- Conference or meeting room - Number of persons to be seated.
- Counters - Length and location.
- File Room - Number and type (letter, legal or special) of file cases.
- Laboratory - Quantity and dimensions of fixed equipment.
- Library - Number of volumes and readers.
- Service platform and yard - Number and size of vehicles and extent of shipping activities.
- Storage and supply room - Quantity and type of material stored and extent of activity.
- Vaults - Size and purpose.

A special justification is required, explaining the need in detail, for any unusual requests for space.

Complete and accurate data must be entered in Part II; the size and cost of the contemplated building will depend upon these data.

GSA FORM 144 (BACK)

**June 20, 1985**

Approved For Release 2010/05/17 : CIA-RDP89-00244R001002480015-6



**June 20, 1985**

FPMR Temp. Reg. D-7)  
Attachment 1.

SECTION 1		INSTRUCTIONS, STANDARDS AND SYMBOLS																																																																					
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- (1) Organize the data supporting your request by functional work groups. When one work group has been described begin the next work group on a new page.
- (2) The requesting agency is responsible for describing the following workspace elements of the *Space Requirements Program*.
  - Workstations are indicated by employee name, functional title and grade for each *authorized and budgeted* position. *If the authorized position is vacant, so indicate.* Square feet required are determined by layout design on SF-81A, Part 2.
  - Common Function spaces are indicated by the appropriate name of the workspace (conference, reception, etc.) and the symbol C/F in the grade column. Square feet required are determined by layout design on SF-81A, Part 2.
  - Administrative Support spaces are either *centralized files* or miscellaneous equipment (i.e., customers, an extra bookcase) not appropriately contained within other workspaces. Indicate A/S in the grade column. Square feet required may be determined by multiples of the allowance indicated in ( ) in Section 1 above.
- (3) Develop the space requirements program in the following manner:
  - Step 1: List all workspace elements described in (2) above in an order determined by adjacency relationships.
  - Step 2: As necessary, prepare a standard workspace design on SF-81A, Part 2 for each workstation or common function workspace element. Indicate the dimensions of the workspace and calculate the square feet required.
  - Step 3: Use the symbols shown within the illustrations above in Section 1 to itemize furnishings and equipment on SF-81A. **DO NOT LIST EXCESS.** Itemized listings need not be shown for line items previously standardized. Simply code the line entry appropriately.
  - Step 4: Complete the line item entry by indicating space and enclosure type, square feet required and workspace code No.
- (4) Describe, in *Remarks*, all special needs such as: weight of heavy items, special utilities, service access requirements, supplemental HVAC, etc. Develop a separate specification sheet if necessary.
- (5) The information provided on these worksheets is to be summarized on SF-81, Request for Space, and submitted attached thereto.

☆ GPO: 1984-429-909

STANDARD FORM 81-A (10-83) BACK

[FR Doc. 85-15374 Filed 6-25-85; 8:45 am]

BILLING CODE 6820-23-C